

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2011 – 0002***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Change to the Staffing Section of the HR Handbook**

**Issue Date: February 15, 2011**

This is to advise agencies that the Staffing section of the HR Handbook has been revised. The changes include the following:

- Editorial corrections reflecting the name change of ISIS HR to Human Capital Management System (HCMS)
- Language requiring that users of the LA Careers system issue notices to candidates not meeting minimum qualifications through LA Careers and requiring notifications to be sent prior to referring candidate(s) to the hiring manager. **(This new policy is effective 2/16/11.)**
- Requiring hire authorizations in LA Careers within 30 days of the hire. **(This new policy is effective 2/16/11.)**

REASON FOR THE CHANGE: To ensure the accuracy and timeliness of information in the LA Careers system for reporting purposes.

If you have any questions, please contact Jamie Lewis (225) 342-8265 or Rena Matthews (225) 219-9447.

Sincerely,

s/Shannon S. Temple  
Director